



Facilities and Engineering/Environmental Health and Safety Newsletter

Safety Office: (843) 953-4816, 953-6945/Radio: Channel 1 #98 or #99

Date: November 20, 2019

Safety Counter

66

Days Since Last Recordable

(Contusion/Laceration – Staff/Library
9/25/2019)

(Last injury, Contusion - Grounds)

Safety Stats

3	YTD Campus Recordable Injuries
8.7	RIR Rate (Target: 0.00)
14	YTD First Aids & Report Only
1.9	NCAIS Educational Institution Avg.

Days Since Last OSHA Recordable

963	Zone Maintenance
404	HVAC
325	Grounds
>1,200	Paint Shop
>1,200	Electrical Shop
>1,200	Motor Pool
>1,200	Carpenter Shop
637	Machine/Plumbing Shop
66	All Other Campus Departments



EMPLOYEE SPOTLIGHT CORNER

The EHS department would like to reserve this section of each newsletter to highlight an employee working at The Citadel. This could include a new employee or an employee who contributed to their department or to the school overall. Wouldn't it be great to put a name with a picture and this section would give all of us that opportunity.

If you have an employee in your respective area you would light to spotlight, please contact the EHS department via email (horr@citadel.edu) and we will reach out to the employee to make sure they are ok and comfortable with their picture and a short bio in the EHS newsletter.

Link to Safety Alerts <http://www.citadel.edu/root/safety-alerts>

Link to Safety Newsletters <http://www.citadel.edu/root/citadel-safety-newsletters>

Campus AED Locations: [http://www.citadel.edu/root/images/environmental health-safety/campus-aed-map.pdf](http://www.citadel.edu/root/images/environmental_health-safety/campus-aed-map.pdf)

Thanksgiving is almost here and across the country, Americans are gearing up for one of the most spectacular feasts of the year. Thanksgiving is a holiday that brings family and friends together to share good food, conversation, and laughter. In the midst of all this festive activity, it's important to remember that there are health hazards associated with the holiday, including an increased chance of food poisoning, kitchen fires, and travel incidents.

Taking just a few minutes to read these Thanksgiving safety tips could mean the difference between enjoying the holiday and having a turkey dinner end in disaster.

Food Poisoning

Following these food safety tips can keep any Thanksgiving meal safe from bacteria and keep your family and friends from getting sick:

Safely cooking a turkey [starts with correctly defrosting it](#); place your bird on a tray or pan to catch any juices and keep it refrigerated until it's ready to cook.

A 20-pound frozen turkey can take up to five days to thaw out [so plan ahead](#).

Turkeys need to be [cooked to an internal temperature of 165 °F](#). [Leftovers](#) need to be refrigerated within two hours after serving.

Fire Safety

[The average number of cooking fires on Thanksgiving is triple that of a normal day](#). Here are a few simple ways to avoid fires:

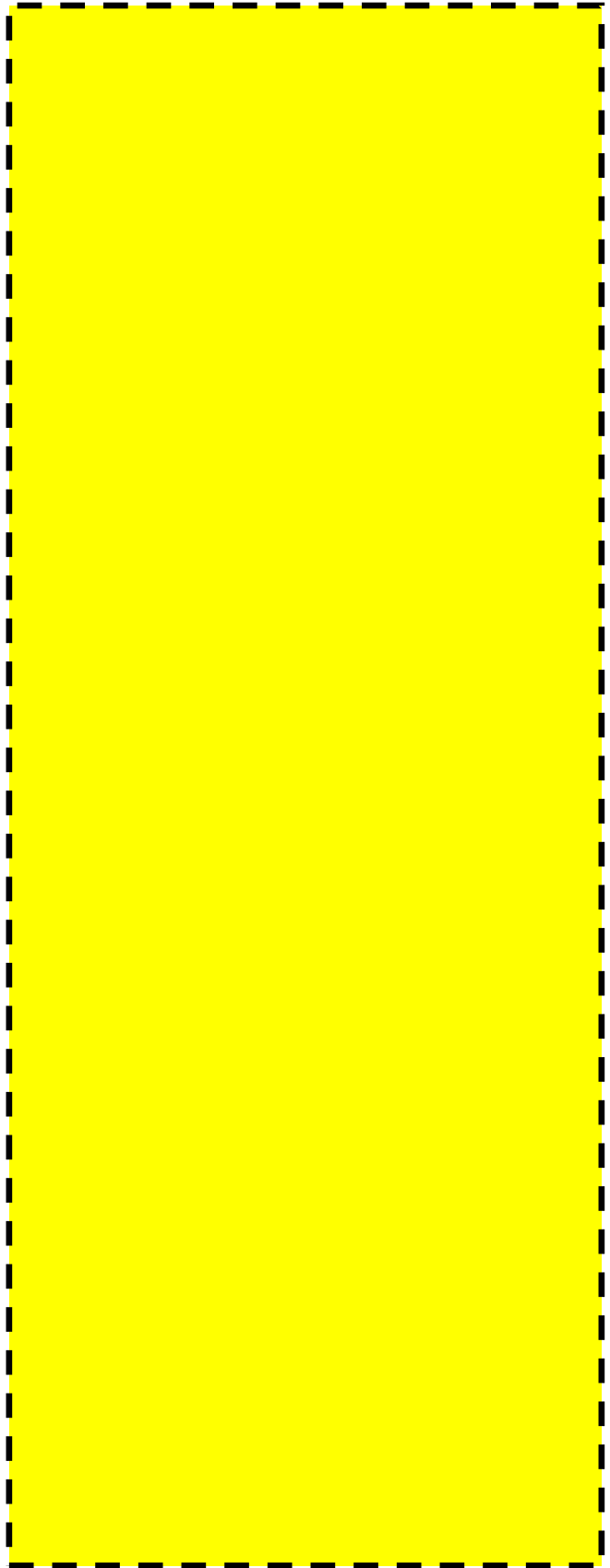
["Stand by your pan"](#) when cooking. Never leave food, grease, or oils cooking on the stovetop unattended.

Pot holders, oven mitts, food wrappers, and other things that can catch fire should be kept [away from the stove](#).

Children should also be kept away from hot stoves and paid particular attention to when they are in the kitchen.

Facing pot handles towards the rear of the stove can save them from being knocked over and scalding people nearby.

Long sleeves and loose clothing should be avoided while cooking as it can easily catch fire.



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SAFETY PICTURE OF THE DAY



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WHAT TO DO IN CASE OF FIRE OR EMERGENCY IN A CAMPUS BUILDING...

1. Numbers to call in case of a fire or emergency:

A. From a campus (VOIP) phone
- 953-5114 (Citadel Public Safety)
-811 (Citadel Public Safety)

B. From a cell phone
-911 (Charleston 911 Dispatch Center)
-843-953-5114 (Citadel Public Safety)

2. Give the following information:

A. Name
B. Phone Number (Preferably a cell #)
C. Location (Bldg, Room #)

D. Nature of emergency (What is the situation?)
E. Number of Injured
F. Nature of Injuries (How/what is injured?)

DO NOT hang up until told to do so.

3. **ALL PERSONNEL MUST EVACUATE** the building when a fire alarm is sounding. **NO EXCEPTIONS!**

4. Know multiple routes out of your building. DO NOT use an elevator in the event of a fire or emergency.

5. Know where your fire extinguishers are located and what types of extinguishers are available.

6. Only attempt to extinguish a fire if you deem it safe enough and small enough. If in doubt, evacuate.

7. Know where the closest fire alarm pull station is located. Most are located near an exit or door to a stairwell.

8. Consider your co-workers. Provide additional help evacuating to those in need, i.e. injured, handicapped, and elderly.

9. Know where your muster points are located. All facilities should have a primary and alternate muster point to assemble and complete accountability of all faculty, staff and students. Muster points should be far enough away from the building to avoid impeding emergency response vehicles. Primary and alternate muster points should be located away from each other in case one is impacted by smoke, gases, etc.

10. Notify emergency responders of anyone that may still be left in the building and where they may be located.

11. **DO NOT RE-ENTER THE BUILDING** for any reason. Only re-enter the building after being given the **"ALL CLEAR"** by Public Safety and alarms have been silenced.

12. Close all doors in office, administrative and educational buildings after rooms have been evacuated. This is especially important if the room is on fire. Closed doors will help to compartmentalize the building and reduce the spread of fire.

13. Barracks doors will be left open with lights on after evacuation unless the room in question is on fire. That door will be closed. Barracks doors left open are to help assist in the evacuation and accountability process.

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Thanksgiving Holiday

Y E O V C R M I C R D N L L U
N Y G F F O N O I O K I O E R
C R A N B E R R I E S K N F Q
W C R H I N S N O I Y P S T P
Z G F F B S G J U C Z M O O R
J P O R O N S J T C I U R V A
E X E B I G G E A G O P Z E Y
Z A C D B J W W R D K P P R E
D N D S L L O R V D P L I S R
A U N G M X E L O R E S S A C
P C Y F L J T L E G M G Z F Q
T C T U R K E Y R H A K S U R
H E I K Z R L A R S H A W E I
I T N N B W V K J P L H A X X
A W N Z H Y Q Q I L C T V Q P

CASSEROLE
CORNUCOPIA
GOBBLE
LEFTOVERS
PUMPKIN

CORN
CRANBERRIES
GRAVY
PRAYER
ROLLS

CORNBREAD
DRESSING
HAM
PUDDING
TURKEY

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Safe decorating

Don't stand on a chair to hang decorations. Use a stepladder, and make sure to read and follow the instructions and warnings on the label. And never hang decorations from fire sprinklers – they can prevent the sprinklers from operating properly. OSHA regulations state that stacked materials should never be closer than 18 inches below fire sprinklers.

Planning to string decorative lights or other electrical items in your workspace? The Electrical Safety Foundation International, a nonprofit organization, states that workers should:

- Be sure that all electrical items are certified by a nationally recognized independent testing lab.
- Inspect all lights, decorations and extension cords for damage before using.
- Avoid overloading electrical outlets with too many decorations or electrical devices – they can overheat and cause a fire.
- Never try to make a three-prong plug fit into a two-prong outlet.
- Turn off all indoor and outdoor electrical decorations before leaving.

If you'll be using an extension cord, ESFI offers additional tips:

- Refrain from placing extension cords in high-traffic areas of your workplace, or under rugs, carpets or furniture.
- Never attempt to extend the length of an extension cord by connecting it to another extension cord.
- Never nail or staple extension cords to walls – doing so may damage existing wire insulation.
- Don't place extension cords in walls or ceilings, as this can cause the cords to overheat.

8 Workplace Safety Tips Every Employee Should Know

#1 Be Aware of Your Surroundings

#2 Keep Correct Posture

#3 Take Regular Breaks

#4 Never Take Shortcuts on Procedures

#5 Be Aware of New Safety Procedures

#6 Keep Emergency Exits Clear

#7 Report Unsafe Conditions

#8 Always Wear Personal Protective Equipment.

What constitutes an OSHA recordable injury?

In order for an injury or illness to be recordable, it must be work-related. An injury is considered work-related if an event or exposure in the workplace caused or contributed or significantly aggravated a pre-existing condition.

Generally, a recordable injury or illness under OSHA is defined as one that requires medical treatment beyond first aid, as well as one that causes death, days away from work, restricted workdays, and transfer to another job or loss of consciousness.

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SAVE A LIFE



AMERICAN COLLEGE OF SURGEONS
Improving Quality
Highest Standards, Better Outcomes

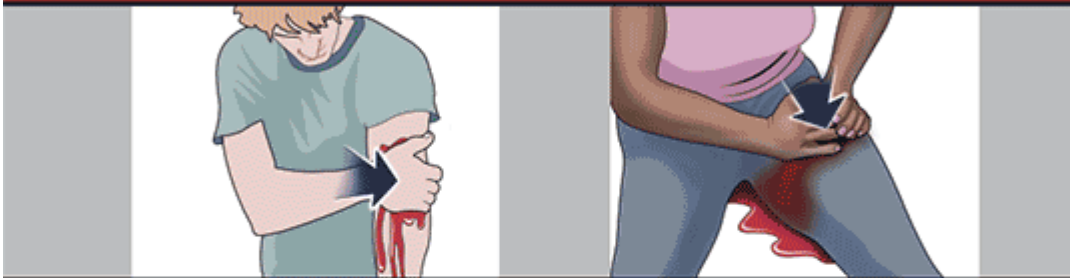


THE
COMMITTEE
ON TRAUMA

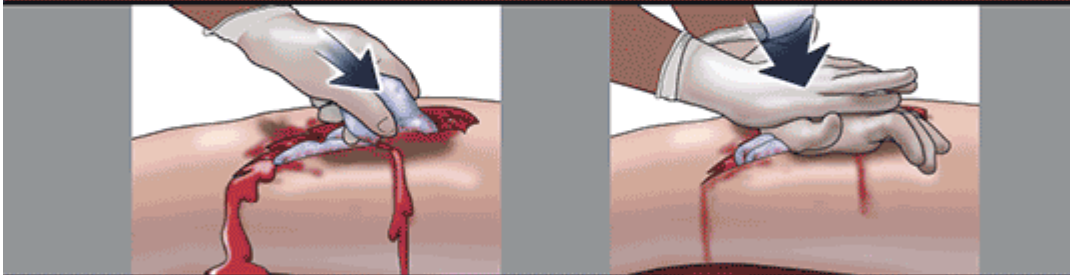


BLEEDINGCONTROL.ORG

1 APPLY PRESSURE WITH HANDS



2 APPLY DRESSING AND PRESS



3 APPLY TOURNIQUET



WRAP

WIND

SECURE

TIME

CALL 911

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